



Venice of America

CITY OF FORT LAUDERDALE

BUDGET PREPARATION AND IMPLEMENTATION CALENDAR

FY 2005/2006 OPERATING BUDGET

DATE: 2005

ACTIVITY

October	Prepare Truth in Millage (TRIM) compliance packet for Florida Dept of Revenue. Publish the FY 2005/2006 Budget Document Comply with GFOA requirements for submission for the budget award. Prepare monthly financial report. Monitor FY 2004/2005 year-end and prepare any needed budget amendments. Budget Advisory Board meets.
November	Prepare monthly financial report. Budget Advisory Board.
December	Prepare monthly financial report. Budget Advisory Board meets.

DATE: 2006

January	Prepare monthly financial report. Prepare forecast. Prepare first quarter revenue and expenditure data. Prepare monthly departmental trend analysis. Budget Advisory Board meets.
February	Prepare monthly financial report. Begin/Complete interim reviews with each department. Departments prepare proposed reorganization and position change requests. Initial FY 2006/2007 Budget Discussions held with the City Manager and the Executive Management Team. Prepare monthly departmental trend analysis. Budget Advisory Board meets.



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DATE: 2006

ACTIVITY

March	<p>Prepare monthly financial report.</p> <p>Enter reorganizations and position changes into the Bprep system.</p> <p>Finalize FY 2006/2007 budget process.</p> <p>Along with Information Systems and outside consultant, work on enhancements to the payroll projection system.</p> <p>Provide Budget Forms and Bprep On-line training to all budget preparers.</p> <p>City Commission Workshop</p> <p>City Commission reaches consensus on FY 2006/2007 budget priorities.</p> <p>Departments begin preliminary preparation of budget requests.</p> <p>Prepare monthly departmental trend analysis.</p> <p>Budget Advisory Board meets.</p>
April	<p>Prepare monthly financial report.</p> <p>Budget kickoff occurs with all forms and spending guidelines distributed.</p> <p>Provide budget preparation assistance to the departments.</p> <p>Prepare monthly departmental trend analysis.</p> <p>Budget Advisory Board meets.</p>
May	<p>Prepare monthly financial report.</p> <p>Departments submit budget requests.</p> <p>Budget Office conducts technical budget reviews with departments.</p> <p>Analyze budget requests.</p> <p>Conduct budget reviews with departments and the City Manager.</p> <p>Prepare monthly departmental trend analysis.</p> <p>Budget Advisory Board meets.</p>
June	<p>Broward County Property Appraiser provides preliminary property valuation.</p> <p>Prepare monthly financial report.</p> <p>Complete budget reviews with departments and the City Manager.</p> <p>Executive Management Team receives update of budget development status.</p> <p>Departments revise budget estimates.</p> <p>Departments submit goals and objectives for FY 2006/2007.</p> <p>Prepare any needed budget amendments.</p> <p>Prepare monthly departmental trend analysis.</p> <p>Budget Advisory Board meets.</p> <p>Begin budget balancing.</p>



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ACTIVITY

July	Prepare monthly financial report. Broward County Property Appraiser certifies the property tax roll on July 1. Complete budget balancing. City Manager presents proposed budget to the City Commission. City Commission adopts proposed millage to be advertised in the Truth in Millage (TRIM) notice. Prepare monthly departmental trend analysis. Budget Advisory Board meets.
August	Transmit DR420, Certification of Proposed Millage to Property Appraiser. Prepare monthly financial report. Property Appraiser distributes TRIM notices to all property owners. Prepare monthly departmental trend analysis. Budget Advisory Board meets. Prepare for public hearings.
September	Prepare monthly financial report. Prepare budget amendments needed. City Commission holds 1st public hearing and tentatively adopts millage and budget. Certify fire assessment fees for the City of Fort Lauderdale. Certify Water Management District fees for Lauderdale Isles. City advertises budget in newspaper of record to meet TRIM requirements. Prepare monthly departmental trend analysis. Budget Advisory Board meets. City Commission holds 2nd public hearing and adopts final millage and budget. Certify millage with the County within 3 days of final adoption.
October 1	Beginning of FY 2006/2007.